Minutes of a meeting of Haxey Parish Council Westwoodside Playing Field Management Committee (WPFAMC) held on **Friday** **31st March, 2017 at 9.30am** in the Function Room of the Foreman Carter Centre, Westwoodside Playing Fields.

Present: Cllrs Cooke, Foreman & Knowles. Jerry Henwood, RC in the Chair & Clerk –

Deb Hotson.

RC opened the meeting.

1. **Apologies for absence**

Apologies received from Cllrs Booth & Carlile.

1. **To approve the minutes of the meetings held on 13th January, 2017.**

**Resolved –** Unanimousapproval of the minutes as a true record.

1. **Site Issues**
* **Akeferry Road entrance track –** there are several large pot holes formed again. Cllr Knowles to contact J Cooper to fill them in.

Signage still to be ordered as follows: -

* 10mph signs x 2 for either end of the track.
* Foreman Carter Centre and Westwoodside Playing Field, large (like the J Maw signage at the Allotments) x 2 with posts.
* No dogs x 2
* Emergency Vehicle Access Keep Clear sign x 1.

Cllr Cooke to source costs for discussion at the next meeting.

* **Streetlights** – the problem has only happened once since the last meeting and was reset. Cllr Orton is scheduled in to take a look. Clerk to ask NLC if they can change the sodium bulb when in the area.
* **CCTV Cameras update –** the Clerk has tried various forms of communication but to date has been unable to speak with Mr Cunningham. Cllr Foreman to call round at the address.
* **Trees –** the trees have been planted along the bottom hedge row and near to the Holm Road access and a nursery in case any spare ones are required in the future. RC sent a letter of thanks to all that attended.
* **Electricity & Gas usage –** Clerk has chased several times. Clerk to keep chasing.
1. **Finance/Calendar**
* **Update on Finances** – a copy of the finances was circulated prior to the meeting. RC has sent an email to Esprit but to date has not received any response. RC to send a letter recorded delivery. If nothing is heard by the next meeting actions will be taken to sell on the equipment left on site.

The 5-a-side team have now moved back to Epworth but this has been replaced by further footballers and the team from Misterton may come back if they are unable to find a pitch more local.

* **CO-OP Grant update and further funding requirements –** funding to date is only £348.28 with 3 weeks to go. This will not be adequate to undertake the work to replace the function room flooring. An extension and refurb of the kitchen along with the flooring and additional storage to be looked at as a bigger project with an application to the NLC Community Fund.
* **SLA’s, litter bins & grass cutting –** unanimous approval of both the NLC litter SLA and the grass cutting SLA. Clerk to inform the contractors. Clerk to ask that the playing field is rolled and the play area chippings are raked as and when required.
* **Memorial bench –** JH stated that this would be a nice memorial to Marilyn and he would like it located within the play area. The cost to be split between the Committee and JH up to £550.

Clerk to send to alternative options to JH.

**5. Outstanding Actions**

* The Committee went on to discuss the Outstanding Open Actions – changes/updates are highlighted in Red/Bold at the end of the minutes.

**6. AOB**

* Play area checks/RoSPa Training – there is a requirement for the play area to be checked visually weekly and a record kept of these checks for insurance purposes. There was an opportunity for RC to attend a RoSPa training event and it was agreed for him to attend and the Committee will fund this event. Clerk to arrange and provide RC with samples of a check list.
* Disabled toilets – correspondence has been sent to Haxey PC with regard to the provisions of disabled toilets and changing places in public buildings. Clerk is still gathering information on this issue.
* The tiles in the showers need attention as they are coming away from the wall. The shower also needs to be run at least once a month – this will be looked into.
* RC is still receiving calls from the alarm – Cllr Knowles to ask Bejay to investigate further.
* Next agenda – fee structure.

**7. Date of Next Meeting.** To be arranged in no more than a month. **ACTION** – **Chairman/Clerk to the Parish Council.**

**Ongoing** **Open Actions**

* **Septic Tank.** The Contractor who emptied the septic tank last year was being contacted by the Clerk to the Parish Council to request an invoice and book a further emptying. **ONGOING ACTION.** The Contractor has made a further visit and needs to return again due to the amount of water in the system. **Cllr Knowles** to chase. Ongoing.
* **Land Registry –**. **Clerk** **to the Parish Council** to change the address of the registration.
* **Dog Signs** - The Committee discussed the problem of dogs on the playing field and reports of fouling from the football teams. The purchase of and posting of larger signs around the field advising that “No dogs to be allowed on the Playing Fields other than Guide Dogs”. **ACTION** –**Cllr Cooke/Committee**. Ongoing.
* **Emergency Access signs -** Emergency Vehicle Access sign to be placed at the Holm Rd Entrance, **Cllr Cooke to obtain costs for the next meeting.**

 **Cllr Cooke** should cost large “no dog” signs for the site entrances and the building.

Appropriate signs highlighting the danger to children from speeding cars and setting the maximum speed limit for the track at 10 MPH should be arranged – **Actions**: **Cllr Cooke** to cost appropriate signs from private sources and report back to the Committee.